



Reconcile Timecard and Exceptions Overview

RECONCILE TIMECARD VIEW
Last Refreshed: 10:26AM

Show:

Time Period:

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Holiday Skipped	Totals Up To Date
Exempt1, EdwardA									✓
Manager1, JuniorA	✓								✓
Newby1, NeilA									✓
Punch1, PennyA	✓								✓
Stamp1, SandyA		✓					✓		✓

Name

Identifies the Employee.

Exceptions

Check marks in the various columns above indicate exceptions that do not conform to your organization's pay rules. Exceptions might include missed punches and overtime.

Time Period

Defines the Time Period that is viewed.

Show

Identifies the Employees that appear.

- 1 Select **Reconcile Timecard** from the **Related Items** pane.
- 2 From the **Show** list, select **All Home** or the option that contains the employee view desired.
- 3 Change the **Time Period** field to **Current Pay Period**. Select the **Refresh** Button. A list of employees displays. Any black check marks within the columns, such as Unexcused Absence, Missed Punch, etc., indicate an exception and need to be reviewed by the manager on a daily basis.
- 4 Select one or more employees by holding the **Ctrl key** and clicking each employee's name. Select the **Timecard** quick link to display the employees timecard.

TIMECARD

Last Saved: 11:26AM

Name & ID:

Time Period:

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Leave					
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative		
<input checked="" type="checkbox"/> Fri 1/17	ANNUAL LEA...	8:00								8:00	16:00		
<input checked="" type="checkbox"/> Sat 1/18											16:00		
<input checked="" type="checkbox"/> Sun 1/19											16:00		
<input checked="" type="checkbox"/> Mon 1/20	Robert E Lee - M...	8:00								8:00	24:00		
<input checked="" type="checkbox"/> Tue 1/21			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	32:00		
<input checked="" type="checkbox"/> Wed 1/22			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	40:00		
<input checked="" type="checkbox"/> Thu 1/23	SICK LEAVE ...	4:00											
<input checked="" type="checkbox"/> Thu 1/23			8:00AM		12:00PM				4:00	8:00	48:00		
<input checked="" type="checkbox"/> Fri 1/24			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	56:00		
<input checked="" type="checkbox"/> Sat 1/25											56:00		
<input checked="" type="checkbox"/> Sun 1/26											56:00		
<input checked="" type="checkbox"/> Mon 1/27			9:00AM		12:30PM	1:00PM		5:00PM	7:30	7:30	63:30		
<input checked="" type="checkbox"/> Tue 1/28			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	71:30		
<input checked="" type="checkbox"/> Wed 1/29			8:00AM		1:00PM			5:00PM	9:00	9:00	80:30		
<input checked="" type="checkbox"/> Thu 1/30											80:30		
<input checked="" type="checkbox"/> Fri 1/31			9:00AM		12:00PM	1:00PM		5:00PM	7:00	7:00	87:30		

Colors enable exceptions to be easily recognized on the timecard. By holding the mouse over the exception, the reason the timecard was flagged appears, such as "Early Out". The following indicators are typical exceptions:

Purple text	Information generated from the system.
Solid red box	Indicates a missed In or Out punch.
Green border around a cell	Indicates missing time that a manager has justified and marked as reviewed.
Green border around a date	Indicates an absence that a manager has justified and marked as reviewed.
Red border around a cell	Indicates an exception such as a late punch. Move the mouse over the cell for more information.
Blue border around a date	Indicates an excused absence, such as a holiday.
A small orange and yellow note icon	Indicates a comment was added. Click the cell, then the Comments Tab to view the comment.

Reconcile Timecard and Exceptions - Managers



eSTART
State of Alabama

Adding Missed Punches

- 1 Click the cell containing the exception.
- 2 Enter the appropriate punch (In, Out, In/Out)
- 3 Click **Save**.

In	Transfer	Out	Shift
1:00PM		5p	4:00
1:00PM		5:00PM	8:00

Marking Exceptions as Reviewed

- 1 Right-click the cell containing the exception.
- 2 Click **Mark as Reviewed**.
- 3 Click **Save**.

8:00AM	
7:00AM	
8:00AM	
8:00AM	

Add Comment...

Edit Punch...

Mark as Reviewed

Adding Comments

- 1 Right-click the cell containing the exception.
- 2 Click **Add Comment**.
- 3 In the Add Punch Comment dialog box, select one or more comments from the list.
- 4 Click **OK**.
- 5 Click **Save**.

Add Punch Comment

☒ Early - Approved
☐ Early - Unapproved
☐ Excused - Network or Clock Issue
☐ Family Care
☐ Late - Approved
☐ Late - Unapproved

OK **Cancel**

Deleting Punches

Wed 2/12		8:00AM		12:00PM	12:02PM		1:00PM
Wed 2/12		5:00PM					

- 1 Select the duplicate punch.
- 2 Press the **Delete** key on your keyboard.
- 3 Click **Save**.

Note: It is a good idea to attach a **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the Audit trail.

Timecard Approval

Managers should review each exception daily prior to the end of each pay period. Once this process is complete, the manager should approve each timecard.

- 1 Click Approvals.
- 2 Click Approve.

Approvals **Report**

Approve
Remove Approval

Adding Non-Worked Time

- 1 Click the **Pay Code** drop down.
- 2 Select the appropriate pay code from the **Pay Code** drop-down list.
- 3 In the **Amount** field, enter the number of hours using an acceptable format.
- 4 Click **Save**.

***Pay Code**

ANNUAL LEAVE TAKEN
ANNUAL LEAVE TAKEN
COMP TIME TAKEN
EXCESS ANNUAL LEAVE
HOLIDAY BANK TAKEN
LEAVE WITHOUT PAY
PERSONAL LEAVE TAKEN
SICK LEAVE TAKEN